

## **IEEE Nominations & Appointments Committee Position Description**

### **OVERVIEW:**

The Nominations and Appointments Committee is a Committee of the IEEE which shall be appointed by and is responsible to the Board of Directors. The Nominations and Appointments Committee shall:

- Submit to the Board of Directors a list of candidates recommended for appointment to all Committees, Boards, and Major Boards for the ensuing year, excluding those persons who are nominated through other sources. The list shall be submitted in time for appointment before 31 December of the preceding year.
- Submit to the Assembly, prior to its annual meeting, a list of candidates recommended for election by that body for the positions set forth below:
  - Vice President-Elect – Member and Geographic Activities
  - Vice President - Educational Activities
  - Vice President - Publication Services and Products
  - Secretary
  - Treasurer

### **MEMBERSHIP:**

- 16 Members (Chair, Chair-Elect, Past Chair, Chair of the Awards Board N&A, Chairs of the N&A Committees of the six Major Boards, 6 members-at-large)

### **ELIGIBILITY:**

- All Committee members must be IEEE Members in good standing;
- Except for the Chair-Elect, Committee Members may not be current members of the IEEE Board of Directors;
- Committee members appointed by IEEE Organizational Units must be Senior Member grade or higher;
- Committee Members-at-Large must be of IEEE Graduate Student Member grade or higher;
- At least one Committee Member shall be an IEEE Young Professional;
- The Chair is typically the Past-Past IEEE President;
- The Chair-Elect is typically the Past IEEE President;
- Members of the Committee may not run for, or be appointed to, positions for which the N&A Committee recommends nominees.
- Have at least one member who obtained his or her first collegiate degree within the last fifteen years at the time of appointment and who is at Graduate Student Member, Member grade or higher

### **TERMS OF OFFICE:**

- Chair/Chair-Elect, one year terms progressing from Chair-Elect to Chair and then Past Chair (three years total service);
- Committee Members appointed by IEEE Major Organizational Units serve as long as they hold the N&A Chair position of their respective OU;
- Committee Members-at-Large serve two-year staggered terms, three being appointed each year.

## **IEEE Nominations & Appointments Committee Position Description**

### **RESPONSIBILITIES OF THE CHAIR:**

- Abide by the IEEE Code of Conduct and IEEE Code of Ethics;
- Provide leadership and assume ultimate responsibility for the timely fulfillment of all responsibilities of the Committee defined and required by IEEE Governing Documents, as follows:
  - The IEEE Certificate of Incorporation under New York State Not for Profit Corporation Law;
  - The IEEE Constitution;
  - IEEE Bylaws, notably Bylaws I-304, I-305, and I-307;
  - IEEE Policies, notably Section 13;
  - IEEE N&A Operations Manual.
- Assure the timely fulfillment of ad hoc responsibilities that may be assigned to the Committee by the President or Board of Directors;
- Identify and address needed improvements in the Committee's processes and operations;
- Provide strong and visible leadership in identifying qualified candidates for the positions for which the Committee is required to make recommendations;
- Work closely and effectively with members of the IEEE Professional Staff in fulfilling the above-identified responsibilities;
- Represent the Committee before the IEEE Board of Directors and the Assembly;
- Provide a thorough and timely orientation for Members of the Committee and, along with the Past Chair, serve as a mentor to Members, especially new Members of the Committee;
- Preside over all meetings of the Committee, assuring that appropriate and fair processes are followed, and that appropriate records are maintained;
- Demonstrate and foster a culture of professionalism, open discussion, and confidentiality;
- Develop a timeline for annual Committee activities in cooperation with the Professional staff.
- Complete compliance training, as required by IEEE.

### **RESPONSIBILITIES OF THE CHAIR-ELECT:**

- Abide by the IEEE Code of Conduct and IEEE Code of Ethics;
- Serve as a Member of the Committee, fulfilling the responsibilities of Members as identified below;
- Assist the Chair in fulfilling the responsibilities of Chair;
- Work with the Chair and the President to bring N&A's recommendations to the IEEE Board of Directors and IEEE Assembly;
- Prepare to assume the responsibilities of the Chair;
- Complete compliance training, as required by IEEE.

### **RESPONSIBILITIES OF THE PAST CHAIR:**

- Abide by the IEEE Code of Conduct and IEEE Code of Ethics;
- Serve as a Member of, and advisor to, the Committee, fulfilling the responsibilities of Members identified below, and helping provide year-to-year continuity;

## **IEEE Nominations & Appointments Committee Position Description**

- Assist the Chair in fulfilling the responsibilities of Chair;
- Complete compliance training, as required by IEEE.

### **RESPONSIBILITIES OF COMMITTEE MEMBERS:**

- Abide by the IEEE Code of Conduct and IEEE Code of Ethics;
- Accept and carry out such tasks and responsibilities as are assigned by the Chair in a timely manner. These typically include:
  - Participation in such Orientation activities as requested by the Chair;
  - In-depth outreach to an assigned group of IEEE volunteer leaders;
  - Participating in and perhaps chairing, one or more sub-committees, with responsibilities assigned by the N&A Chair;
  - Rating, ranking, and providing comments on the qualifications of potential nominees, and preparing to discuss them with the Committee;
- Participating in two face-to-face meetings of the full Committee, and such telephone conferences as the Chair may deem necessary;
- Become familiar with the committee Operations Manual and related sections of IEEE's Bylaws, Policies and governing documents;
- Complete compliance training, as required by IEEE.

### **QUALIFICATIONS AND SKILLS:**

#### **Knowledge**

- General familiarity with the IEEE's fields of interests, activities, mission, goals, needs, and direction;
- General familiarity with the functions of IEEE's Major Organizational Units;
- General familiarity with the functions of the leadership positions and committees for which the N&A Committee makes recommendations.

#### **Experience**

- Experience relevant to the mission of the Committee, acquired either through volunteer activities in IEEE or in similar roles in other organizations;
- Experience in working within IEEE's operating culture of volunteer/staff partnerships or experience in other organizations that should provide good preparation for working in the IEEE culture.

#### **Personal Characteristics**

- Evidence of a high level of professionalism in prior IEEE volunteer roles;
- Strong communications and consensus-building skills;
- Ability to act with discretion and preserve the confidentiality of confidential information;
- Honesty, integrity, and adherence to high ethical standards.

#### **Additional Qualifications for Chair**

- Excellent leadership skills including the ability to motivate others; negotiate, compromise and resolve differences; maintain positive working relationships and capability to set direction;
- Ability to facilitate and run meetings efficiently, including familiarity with parliamentary procedures.

**IEEE Nominations & Appointments Committee  
Position Description**

**ESTIMATED TIME REQUIREMENTS:**

Item	Estimated Time Required
<b>Orientation</b> (telephone/web conference)	2-3 hours
<b>Spring Face-to-Face Meeting</b> Preparation Meeting time Travel	3-5 hours 8 hours As required
<b>General ratings and rankings</b>	4-8 hours
<b>Sub-Committee Meetings</b> (may serve on more than one) Preparation Meeting time	1 to 2 hours (more for Fellow Committee) 2 hours
<b>Fall Face-to-Face Meeting</b> Preparation Meeting time Travel	8 hours 16 hours As required
<b>Compliance Training (as required)</b>	4-6 Hours

The Chair's time requirements will be substantially larger, and will include preparation for the above-listed activities and general leadership activities, typically including at least one conference call with Professional Staff each week.

**REIMBURSED EXPENSES:**

Ordinary and necessary IEEE travel expenses are reimbursed in accordance with IEEE Policies.

**STAFF CONTACT:**

Name: Keisha N. Carr, Senior IEEE Nominations & Appointments Specialist  
 Telephone: +1 732 562 6346  
 Email: [nominations@ieee.org](mailto:nominations@ieee.org)